

POSITION DETAILS

Position Title

Corporate Communications Officer

Position Number

14523

Classification Level

Level 4

Award/Agreement

Public Service and Government Officers
General Agreement

Service Area

Office of the Director General

Service Area

Corporate Communications

Physical Location

246 Vincent Street, Leederville/140 William Street,
Perth

Effective Date

29/08/2019

Employment Type

Permanent

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

14051 - Director Corporate Communications L8

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Office of Director General is responsible for the development and implementation of reforms, strategies, policies and initiatives across the Department and the culture and arts portfolio.

The Office of the Director General is responsible for the Ministerial, executive, strategic planning and performance reporting, corporate governance, corporate communications, freedom of information, internal audit and legal functions.

Working in partnership across the Department, Corporate Communications is responsible for strategic, proactive internal and external communications, stakeholder engagement and issues planning, implementation, monitoring and evaluation. The Corporate Communications Officer will be part of a team, with a focus on internal and external communications. The position may be required to undertake other Office of Director General projects and initiatives.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity Agility

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

- Assists in the development and implementation of a range of activities in support of the service area's objectives.
- Contributes to the development and implementation of communication policies, procedures and strategies to achieve a coordinated and integrated approach across the department.
- Liaises with internal and external stakeholders and government agencies.
- Prepares and coordinates reports, submissions, briefings, publications, media releases, online content correspondence and advice.
- Undertake detailed research and analysis.
- Assist in the evaluation and review of service area project outcomes.
- Undertake other duties as directed.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

1. Role Specific Requirements
 - Previous experience working in a communications role developing a variety of documents and publications.
2. Shapes and Manages Strategy
 - Supports shared purpose and direction and harnesses information and opportunities
 - Understands the work environment, identifies issues that may impact own achievement and contributes to team planning.
3. Achieves Results
 - Takes responsibility for managing projects to achieve results
 - Demonstrates flexibility and copes with day-to-day changes in priorities.
4. Builds Productive Relationship
 - Develop and maintain internal and external relationships
 - Shares learning and supports others.

5. Exemplifies personal integrity and self-awareness
 - Demonstrates public service professionalism and probity
 - Demonstrates self-awareness and a commitment to personal development.
6. Communicates and Influences Effectively
 - Communicates clearly
 - Listens, understands and adapts to audience.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- National Police Clearance.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's Accountable and Ethical Decision Making training within six months of appointment eg. duties required to undertake the role.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: BP

Date: 29.08.2019